



# State Procurement Manual

Department of Administration, State Bureau of Procurement

Number  
PRO-302

Section	Effective	Replaces
COMPETITIVE SOLICITATIONS	DATE	NEW
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BEST JUDGMENT PURCHASING	1 of 1	

**SCOPE:** The scope of this policy is to establish authority and procedure for best judgment purchasing activity.

**POLICY:** Best judgment purchasing is a method of procurement used when the estimated cost is less than the minimum of the simplified bidding threshold using the total value anticipated for the purchase, and when the need cannot otherwise be met on a mandatory contract. See PRO-101, Procurement Definitions and Thresholds and PRO-402, Statewide Contracts: Standards and Utilization.

Agencies will use all reasonable efforts to solicit small businesses, veteran-owned businesses, supplier-diverse businesses and work centers, and will report such transactions with supplier-diverse businesses as required by PRO-606, Supplier Diversity Policy and Reporting.

Best judgment does not apply to purchases of printing. See PRO-505, Printing Procurement Policy and Procedure.

- PROCEDURE:**
- I. Selection and Recordkeeping
    - A. In selecting the supplier, factors include but are not limited to: delivery point location, quality of articles to be supplied, price, conformity with specifications, purpose for which articles are required, and delivery date.
    - B. The agency will document the receipts and details to support the purchase. See PRO-105, Procurement Record Retention and Access.
    - C. The agency is responsible for ensuring purchases do not exceed allowable thresholds and serial contracting is not present. See PRO-107, Serial Contracting.



## Legal Authority

Wis. Stats. 16.75(1)(c)  
Wis. Adm. Code Chapter 8.01  
Agencies Affected: All, unless otherwise noted

Authorized:  
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State Bureau of Procurement